



Residential Building Facilitation

700 North Tryon Street
Charlotte, NC 28202

Location:	Hal Marshall County Services Center (1st Floor)
Mailing Address:	P. O. Box 31097, Charlotte, NC 28231
Hours of Operation:	8 AM - 5 PM -- Monday - Friday

STAFFING:



Core Process Manager:
Residential Facilitators:

Johnnie Waldo

336-3803
336-3803

Jemina Aidoo, Vicki Daugherty, Annette Gladney, Linda Henderson, Ann Kline, Debbie Padgett, Phyllis Powell, Eileen Sweeney

AREAS OF RESPONSIBILITY:

- Process and issue residential, zoning, and sign permits
- Process and issue permits received via the mail, the Internet, fax machine and walk-in
- Process and issue commercial sub-permits
- Verify address and zoning requirements

RECORDS INFORMATION:

Certificate of Worker's Compensation	Retained in Residential Facilitation alphabetically until expiration.
Modular Bond Certificates	Retained in Residential Facilitation alphabetically until project completion.
Community Development Letters	Retained in Residential Facilitation alphabetically for 4 years.
Permits listing Handicapped Units	Retained in Residential Facilitation alphabetically for 4 years.

FREQUENTLY ASKED QUESTIONS/ANSWERS:

How long does it take to get a permit?	<i>It can vary depending on the type permit you are wanting to obtain. Everything needed to obtain a permit is located on the first floor of the Hal Marshall Center and some permits can be found at our web address www.co.mecklenburg.nc.us/coeng</i>
When is a building permit required?	<i>A permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs. EXCEPTION: Permits shall not be required for any work costing five thousand dollars or less, unless the work involves:</i> <ol style="list-style-type: none"><i>1. The addition, repair, or replacement of load bearing structures;</i><i>2. The addition or change in the design of a plumbing system;</i><i>3. The addition, replacement or change in the design of a heating or air conditioning system;</i><i>4. The addition, replacement or change in the design of an electrical system;</i><i>5. The use of materials not permitted by this code;</i><i>6. The addition of roofing, excluding replacement of like grade fire resistance material.</i>
What is the cost of a permit?	<i>A fee schedule is available upon request.</i>
When does a permit expire?	<i>Permits expire six (6) months (180 days) after issue date if no work has commenced. Permits also expire when work has started but discontinued for twelve (12) months (365 days) from the last inspection date.</i>
Who should obtain a permit, the homeowner or the contractor?	<i>The owner may obtain the permit IF he owns the home and is going to occupy the premises. However, the homeowner must remember only he/she is responsible for the work, not the contractor.</i>
Who, and when do I call for an inspection?	<i>Inspections can be called to our automated Inspection Request and Information Service from 6 AM to 10 PM at 336-8000. You may also schedule inspections via our Internet site at www.co.mecklenburg.nc.us. You must know the permit number to use the IRIS system and the permit number or street address for the Internet.</i>
If I decide not to do the work, can I get my money back?	<i>Credits or Refunds will be made upon written request by the permittee. No credit or refund will be given for permits less than the minimum fee. A percentage of the permit fee will be retained commensurate with the percentage of work completed. However, the minimum</i>

	<i>fee will be retained if no work has commenced. No credit or refunds will be given after a permit has expired for one year. No credit or refund will be given for fees or charges shown under Section II-D of the Engineering & Building Standards Department Fee Ordinance.</i>
Why do I need an electrical inspection on an existing building?	<i>In order to make sure that it is safe for the power company to turn power back on, the electrical inspector must first inspect the building to make sure there are no electrical hazards. Often, when an owner or tenant moves out of a building, they actually create electrical hazards by removing equipment which had been installed in the building during their tenancy. Loose or damaged wires and similar electrical defects are a fire hazard and a safety hazard.</i>
Why do I have to submit a copy of my Workers' Compensation Insurance.	<i>State law requires that all inspection departments must verify that companies with 3 workers or more must carry Workers' Comp.</i>

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